

fy 1980 *Comptroller*  
*final*

ZBB-2	ZERO-BASE BUDGET REQUEST DECISION PACKAGE Minimum LEVEL Package 1 of 8		DIRECTORATE DDA COMPONENT Personnel
STRUCTURAL CATEGORY 25X9 General Support	DECISION UNIT Personnel		

ACTIVITY DESCRIPTION: (Describe the activities that will be performed with the resources requested in this decision package. Describe the primary substantive targets and highlight new areas of endeavor. Where possible, provide funds and positions associated with clearly identifiable projects or activities of the austere levels and above. To the extent possible, indicate the relationship of what will be performed to the present level of effort.)

This decision package provides the resources for the overall direction of personnel operations, internal OP career management, policy guidance to management, and special activities. More specifically, it provides for direction and control of the Agency's recruitment/selection/placement activity; a capability to create and maintain official applicant files; resources to monitor the handicapped and disabled veterans program; reassignment counseling; vacancy notice activities; testing of clerical applicants; a skills bank to monitor decentralized applicant decision-making; a minority employment program; a classification program; the establishment, maintenance, and control of official personnel records; monitoring the release and verification of personnel information; preparation and distribution of personnel statistical reports; and records maintenance and disposal. Also, it provides a low level of employee benefits and services, e.g., employee suggestions and superior achievements, Federal Employees Compensation Act, insurance activities, maintenance of records for contractual matters associated with personal services, determination of allowances for certain personnel overseas, and for basic retirement services.

TARGETS: (See Program Call for Geo-topic Entries.)

Not applicable.

BENEFITS/PAYOFF: (Describe what the results of funding this decision package will be in terms of specific requirements being satisfied or functions being performed. Explain why the resources in this decision package should be approved and emphasize the advantages of carrying out the activities involved. Discuss briefly the implications of not approving the resources requested, including the impact on other organizations.)

Policy support and guidance at this level constitutes a "reactive" capability and does not allow sufficient staff resources to provide necessary long-range planning in developing new and viable personnel programs and initiatives. General recruitment requirements can be met but at a reduced rate and with a diminution of quality. The selection, processing and placement activity can be accomplished centrally. Official applicant files and some applicant correspondence can be handled on a centralized basis. Minimum attention can be paid to the handicapped and disabled veterans programs. Personnel actions can be authenticated, reassignment efforts can be made, and coordinated minority employment efforts can be undertaken. Benefits and services authorized for employees by public law will be provided. In addition, this level will permit services not required by public law but established by the Agency as being of great importance to the benefit and morale of Agency employees, e.g., the Casualty Assistance Program and the Public Service Aid Society. This level provides for annual review and evaluation of 20% of Agency structures and positions. These evaluations are the process by which General Schedule and Federal Wage System grades are assigned to Agency positions. This level also provides a basic and accessible personnel records system required by Statute, Executive Order, and in support of Agency operations.

Disapproval of this decision package would deny the Agency the centralized, efficient, and cost-effective personnel services and policy support required by any large organization; would place in jeopardy the Agency's ability to meet certain statutory requirements; and would require that essential functions be assumed by the Agency's operating components with reduced efficiency and increased costs.

DECISION PACKAGE Minimum (Continued)

ADVERSE IMPACT ON DECISION UNIT OBJECTIVES: (Explain what program requirements are not covered at this level of funding, with emphasis on shortfalls in accomplishing one or more of the decision unit objectives.)

The court reporter is not included at this level requiring components to use technical means to record special meetings and seminars. Components will have to assist with recruitment, selection, processing, and correspondence activities, and nationwide recruitment would not be possible. The student trainee, summer intern, and summer-only programs would be discontinued. Centralized correspondence is minimal; minority employment efforts are substantially reduced; centralized arrangements for travel and movement of household effects are not provided. Advance planning of retirements, preparation of numerous annuity estimates, external employment assistance, and centralized recreational activities are not provided at this level. Minimal resources are available for PMCD scheduled surveys, but it will not be possible to provide continual validation of the Agency's changing position structures. No new records systems are reflected in this level and it deprives management of biographic profiles and qualifications inventory data.

AGENCY AND COMMUNITY IMPLICATIONS: (Describe how the activities in this package relate to specific program plans of other elements of CIA or the Intelligence Community. Indicate efforts made to coordinate within CIA and the Community.)

The level of the minority employment effort contemplated by this package is less than that currently being provided and would have a direct impact on the Agency's Equal Employment Opportunity Plan.

The activities of this level represent administration of employee services as required by law and of common concern to all Agency components, but provides no capability for supporting any Community activities (e.g., the Resources Management Staff and the Collection Tasking Staff).

OUT-YEAR IMPLICATIONS: (Describe how expenditure of resources in this decision package will affect resource requirements in succeeding years, particularly FY 1981.)

This level could be sustained in the outyears, however, without additional resources for minority recruitment there will be a snowballing effect over time, thus reducing the Agency's posture in regards to minority hiring and staffing. The Position Management and Compensation Division will continue to fall behind in the survey schedule resulting in invalid Agency position structures, titles, and grades.

REF ID: A67427

25X9

ZBB-2	ZERO-BASE BUDGET REQUEST DECISION PACKAGE <u>Austere 1</u> LEVEL Package <u>2</u> of <u>8</u>		DIRECTORATE DDA COMPONENT Personnel
STRUCTURAL CATEGORY General Support	DECISION UNIT Personnel - [REDACTED]		

ACTIVITY DESCRIPTION: (Describe the activities that will be performed with the resources requested in this decision package. Describe the primary substantive targets and highlight new areas of endeavor. Where possible, provide funds and positions associated with clearly identifiable projects or activities at the austere levels and above. To the extent possible, indicate the relationship of what will be performed to the present level of effort.)

This decision package provides court reporter services for the Agency; the capability to operate the Graduate Fellow and Co-Op Programs; full-time attention to the Handicapped and Disabled Veterans Program; an increase in minority employment efforts; additional retirement technicians for the advance planning of retirements; for the recording of language skills in the Agency's qualifications inventory; an increased ability to handle correspondence; and an additional senior management position.

TARGETS: (See Program Call for Geo-topic Entries.)

Not applicable.

BENEFITS/PAYOUT: (Describe what the results of funding this decision package will be in terms of specific requirements being satisfied or functions being performed. Explain why the resources in this decision package should be approved and emphasize the advantages of carrying out the activities involved. Discuss briefly the implications of not approving the resources requested, including the impact on other organizations.)

At this level, the centralization of most applicant correspondence will be possible with attendant increased efficiency. The addition of the Deputy Chief, Benefits and Services Division will permit better control and direction of all BSD activities. Advance retirement planning can be carried on by way of providing annuity estimates to within a year or two of the present date but not further into the future. Language skills of Agency employees can be coded and stored for retrieval in support of operational requirements and selection of individuals for training and career development. This level allows for in-depth attention to the Handicapped and Disabled Veterans Programs enabling us to better meet our objectives in this area.

Disapproval of this decision package would reduce the Agency's centralized personnel program to a basic core effort responsive to only the minimum essential requirements.

DECISION PACKAGE Austere 1 (Continued)

ADVERSE IMPACT ON DECISION UNIT OBJECTIVES: (Explain what program requirements are not covered at this level of funding, with emphasis on shortfalls in accomplishing one or more of the decision unit objectives.)

This level will require some participation by components in recruitment, selection, processing, and correspondence activities. Recruitment requirements can be met, but at a reduced rate and with some diminution of quality. The summer-only program is still not available, and the centralized correspondence capability is not adequate to meet current requirements. The representational aspects of the Washington Area Recruiting Office will be seriously impaired. This level does not provide for centralized arrangements for travel and movement of household effects, for recreational services to employees, or for external employment assistance. Agency components will be required to develop and maintain their own systems of biographic profiles and qualifications inventory (other than the language skills provided for in this package). This level does not provide for additional positions for PMCD to increase the survey activity nor does it allow for the additional manpower needed to bring the Office from a position of reaction to that of initiation of the sound personnel management practices and systems required of any major organization.

AGENCY AND COMMUNITY IMPLICATIONS: (Describe how the activities in this package relate to specific program plans of other elements of CIA or the Intelligence Community. Indicate efforts made to coordinate within CIA and the Community.)

Activities at this level provide for more centralization of personnel operations relieving the components of this responsibility. Restoring the minority employment effort and Handicapped and Disabled Veterans Program to their current level will impact upon the components by providing them with well-qualified employees from these disadvantaged groups.

Personnel support to Community elements would at best be routine and minimal.

OUT-YEAR IMPLICATIONS: (Describe how expenditure of resources in this decision package will affect resource requirements in succeeding years, particularly FY 1981.)

While this level of operations can be sustained in the outyears, the Position Management and Compensation Division will continue to fall behind in the survey schedule resulting in invalid Agency position structures, titles, and grades.

SECRET

ZBB-2	ZERO-BASE BUDGET REQUEST		DIRECTORATE DDA
	DECISION PACKAGE	Austere 2 LEVEL	COMPONENT
	Package 3 of 8		Personnel
STRUCTURAL CATEGORY	DECISION UNIT		
General Support	Personnel - [REDACTED]		

ACTIVITY DESCRIPTION: (Describe the activities that will be performed with the resources requested in this decision package. Describe the primary substantive targets and highlight new areas of endeavor. Where possible, provide funds and positions associated with clearly identifiable projects or activities of the austere levels and above. To the extent possible, indicate the relationship of what will be performed to the present level of effort.)

This decision package provides resources for a summer-only program (temporary summer employment for student dependents of employees), increased recruitment utilization of the Washington Area Recruitment Office, an expanded centralized applicant correspondence capability, arranging and conducting Honor and Merit Awards ceremonies, and the production of biographic profiles and some coding of employee qualifications. This level also ensures the availability of a complete personal affairs program, a full range of retirement activities, a senior rotational position, and the Automated Data Resources Branch (ADRB) which provides a specialized capability to produce requirements and specifications in the development of personnel-related systems.

TARGETS: (See Program Call for Geo-topic Entries.)

Not applicable.

BENEFITS/PAYOFF: (Describe what the results of funding this decision package will be in terms of specific requirements being satisfied or functions being performed. Explain why the resources in this decision package should be approved and emphasize the advantages of carrying out the activities involved. Discuss briefly the implications of not approving the resources requested, including the impact on other organizations.)

The summer-only program has been a valuable source of temporary clerical help for the summer and an effective means of recruiting future employees. Expanding the Washington Area Recruitment Office will provide for increased recruitment utilization at a relatively low cost. All matters pertaining to Honor and Merit Awards will be conducted from a central point. The preparation of biographic profiles and some maintenance of a Qualifications Record System can be accomplished--activities which are considered essential elements in the Agency's overall personnel system. The ADRB will enable the Office of Personnel to have a small staff of specialists to direct the development of computer systems that are necessary for the efficient and cost-effective conduct of personnel-related activities. The rotational position will allow for the assignment of senior DDA careerists into the Office of Personnel to both contribute to and learn more about the Agency personnel management system.

DECISION PACKAGE Austere 2 (Continued)

ADVERSE IMPACT ON DECISION UNIT OBJECTIVES: (Explain what program requirements are not covered at this level of funding, with emphasis on shortfalls in accomplishing one or more of the decision unit objectives.)

At this level, limited participation by the operating components in recruitment, selection, processing and correspondence activities will still be necessary. The existing centralized facility for arranging travel and movement of household effects for employees is not available, the limited staff will not permit any recreational activities assistance to employees, and the external employment assistance program is virtually eliminated. Qualifications coding of skills and retrieval responses remain limited at this level and Project CENQUAL will not be effectively implemented. Agency requirements for maintaining and servicing of Official Personnel Folders will continue, but at sharply reduced levels affecting both timeliness and reliability. Classification and survey activity will remain limited, and the Office's personnel management specialists will continue to work primarily on a reactive basis.

AGENCY AND COMMUNITY IMPLICATIONS: (Describe how the activities in this package relate to specific program plans of other elements of CIA or the Intelligence Community. Indicate efforts made to coordinate within CIA and the Community.)

Some personnel functions now conducted centrally will have to be carried out on a decentralized basis by other Agency components, and only the most routine support can be provided to the Community.

OUT-YEAR IMPLICATIONS: (Describe how expenditure of resources in this decision package will affect resource requirements in succeeding years, particularly FY 1981.)

This level of operations can be maintained with no increases in the outyears.

ZBB-2		ZERO-BASE BUDGET REQUEST		DIRECTORATE DDA
DECISION PACKAGE <u>Austere 3</u> LEVEL		Package <u>4</u> of <u>8</u>		COMPONENT Personnel
STRUCTURAL CATEGORY General Support	DECISION UNIT Personnel			
<p><b>ACTIVITY DESCRIPTION:</b> (Describe the activities that will be performed with the resources requested in this decision package. Describe the primary substantive targets and highlight new areas of endeavor. Where possible, provide funds and positions associated with clearly identifiable projects or activities at the austere levels and above. To the extent possible, indicate the relationship of what will be performed to the present level of effort.)</p> <p>This decision package provides additional staffing to permit the complete centralization of recruitment, selection, processing, and placement of well-qualified applicants to meet specific Agency personnel requirements; to enable the Qualifications Analysis Branch (QAB) to code data as at present and to maintain the Qualifications Record System which produces a skills and language inventory; to ensure adequate Transactions and Records Branch (TRB) capability to service requests for official personnel folders, maintain up-to-date filing of documents in the Official Personnel Folder, and to compute creditable service; and to expand the Automated Data Resources Branch (ADRB) for further enhancing the Office of Personnel's capabilities in the development of personnel-related computer systems.</p>				
<p><b>TARGETS:</b> (See Program Call for Geotopic Entries.)</p> <p>Not applicable.</p>				
<p><b>BENEFITS/PAYOFF:</b> (Describe what the results of funding this decision package will be in terms of specific requirements being satisfied or functions being performed. Explain why the resources in this decision package should be approved and emphasize the advantages of carrying out the activities involved. Discuss briefly the implications of not approving the resources requested, including the impact on other organizations.)</p> <p>This level will ensure that all recruitment/selection/placement activities are totally responsive to Agency requirements and will enable the Agency to move forward positively in the effort to increase minority representation. The overall personnel management posture will be enhanced through increased qualifications coding and maintenance of the skills and language inventories which support various programs and activities such as the competitive promotion program, reassignment of personnel, selection of individuals for training and career development, and determination of recruitment and manpower projections. The augmented TRB staff will contribute to the improved servicing of requests for access to official personnel files, improved file maintenance, and improved processing time of personnel transactions. At this level, the ADRB will be able to meet the ever-increasing demands for requirements and specifications needed to further develop and improve personnel-related computer systems.</p>				

DECISION PACKAGE Austere 3 (Continued)

ADVERSE IMPACT ON DECISION UNIT OBJECTIVES: (Explain what program requirements are not covered at this level of funding, with emphasis on shortfalls in accomplishing one or more of the decision unit objectives.)

This level does not provide resources needed for the important function of a centralized facility for arranging travel and movement of household effects for employees. This package also does not permit recreational activities assistance to employees or external employment assistance. The Position Management and Compensation Division (PMCD) will be limited in the scope of survey activity and the office's personnel management specialists will continue to work on only the highest priority requirements. This level also does not provide for the additional resources needed to service the growing number of CIARDS annuitants.

AGENCY AND COMMUNITY IMPLICATIONS: (Describe how the activities in this package relate to specific program plans of other elements of CIA or the Intelligence Community. Indicate efforts made to coordinate within CIA and the Community.)

Centralization of all personnel operations offered through this package will relieve the operating components of this responsibility and provide for a more effective personnel management system for the Agency. Most Agency personnel support to the Community (primarily the Resources Management Staff) can be continued, but at this level similar support to the new Collection Tasking Staff could tax Personnel's capability.

OUT-YEAR IMPLICATIONS: (Describe how expenditure of resources in this decision package will affect resource requirements in succeeding years, particularly FY 1981.)

This level of operations can be sustained over the near-term with no significant change in resource requirements.

REF ID: A64404

ZBB-2		ZERO-BASE BUDGET REQUEST		DIRECTORATE DDA COMPONENT Personnel
DECISION PACKAGE		Austere 4	LEVEL	
Package		5	of 8	
STRUCTURAL CATEGORY	DECISION UNIT			
General Support	Personnel			
				25X9
<p><b>ACTIVITY DESCRIPTION:</b> (Describe the activities that will be performed with the resources allocated in this decision package. Describe the primary substantive targets and highlight new areas of endeavor. Where possible, provide funds and positions associated with clearly identifiable projects or activities at the austere levels and above. To the extent possible, indicate the relationship of what will be performed to the present level of effort.)</p> <p>This decision package provides resources for centralized transportation services, and the accompanying finance function of the Central Processing Branch, Benefits and Services Division.</p>				
<p><b>TARGETS:</b> (See Program Call for Geo-topic Entries.)</p> <p>Not applicable.</p>				
<p><b>BENEFITS/PAYOUT:</b> (Describe what the results of funding this decision package will be in terms of specific requirements being satisfied or functions being performed. Explain why the resources in this decision package should be approved and emphasize the advantages of carrying out the activities involved. Discuss briefly the implications of not approving the resources requested, including the impact on other organizations.)</p> <p>This decision package ensures continuation of the present efficient and cost-effective activity which provides a centralized facility and staff for the arrangement of all transportation (personal trips and movement of household effects) for Agency employees making PCS or TDY moves, including all the finance functions associated with the activities.</p>				

REF ID: A64-00688R000200090012-3  
SECRET

DECISION PACKAGE Austere 4 (Continued)

ADVERSE IMPACT ON DECISION UNIT OBJECTIVES: (Explain what program requirements are not covered at this level of funding, with emphasis on shortfalls in accomplishing one or more of the decision unit objectives.)

This level does not include provision for those functions associated with the documentation of travelers (i.e., passports, visas, and cover documentation). Operating components would be required to continue to perform all documentation functions for their personnel. This level does not provide the staff necessary to support existing employee recreational activities or with external employment assistance--a program that has rendered extremely valuable services to Agency employees and components during the recent DDO reduction. Also, this level does not provide for the additional resources needed to service the growing number of CIARDS annuitants, or to enable the Position Management and Compensation Division to expand the scope of survey activity responsive to Agency management requirements.

AGENCY AND COMMUNITY IMPLICATIONS: (Describe how the activities in this package relate to specific program plans of other elements of CIA or the Intelligence Community. Indicate efforts made to coordinate within CIA and the Community.)

Centralization of the transportation and finance services in the Central Processing Branch will relieve the components of this complex task and provide for uniform services to all Agency employees.

OUT-YEAR IMPLICATIONS: (Describe how expenditure of resources in this decision package will affect resource requirements in succeeding years, particularly FY 1981.)

This decision package has no significant outyear implications; resource requirements at this level with only nominal increases in funds will sustain all activities covered through this level.

REF ID: A65277

SECRET

ZBB-2		ZERO-BASE BUDGET REQUEST		DIRECTORATE DDA
		DECISION PACKAGE	Current	LEVEL (Recommended)
		Package <u>6</u> of <u>8</u>		COMPONENT Personnel
STRUCTURAL CATEGORY 25X9		DECISION UNIT		
General Support		Personnel - [REDACTED]		
<p>ACTIVITY DESCRIPTION: (Describe the activities that will be performed with the resources requested in this decision package. Describe the primary substantive targets and highlight new areas of endeavor. Where possible, provide funds and positions associated with clearly identifiable projects or activities at the austere levels and above. To the extent possible, indicate the relationship of what will be performed to the present level of effort.)</p> <p>This decision package provides the staff required to continue the Central Processing Branch function of arranging all documentation for travelers, including passports, visas, and cover documentation; to continue limited centralized coordination and planning of employee recreational activities; and to provide external employment assistance at the existing level.</p>				
TARGETS: (See Program Call for Geo-topic Entries.)				
Not applicable.				
<p>BENEFITS/PAYOFF: (Describe what the results of funding this decision package will be in terms of specific requirements being satisfied or functions being performed. Explain why the resources in this decision package should be approved and emphasize the advantages of carrying out the activities involved. Discuss briefly the implications of not approving the resources requested, including the impact on other organizations.)</p> <p>The complete centralization of PCS and TDY travel processing ensures uniform service to all Agency employees in the most efficient and cost-effective manner possible. Support to a wide range of recreational activities including participation in sporting events and operating the physical fitness rooms encourages physical fitness of the Agency staff. The external employment assistance program offers our employees an opportunity to obtain counseling and advice on outside employment whether it be due to resignation, retirement, or termination.</p>				

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~~SECRET~~ P84-00688R000200090012-3

DECISION PACKAGE Current (Continued) (Recommended)

ADVERSE IMPACT ON DECISION UNIT OBJECTIVES: (Explain what program requirements are not covered at this level of funding, with emphasis on shortfalls in accomplishing one or more of the decision unit objectives.)

Most major objectives are met at this level. However, the optimum degree of support in the position management area is still not available and enhancements in certain other ongoing activities are not possible at this current level of operations.

AGENCY AND COMMUNITY IMPLICATIONS: (Describe how the activities in this package relate to specific program plans of other elements of CIA or the Intelligence Community. Indicate efforts made to coordinate within CIA and the Community.)

This package insures a high and workable level of personnel activities administered centrally thus making it unnecessary for individual Agency components to conduct essential personnel functions for themselves.

OUT-YEAR IMPLICATIONS: (Describe how expenditure of resources in this decision package will affect resource requirements in succeeding years, particularly FY 1981.)

Significant changes in outyear costs will not be necessary to continue this current ongoing level of personnel activities.

REF ID: A6572  
SECRET

ZBB-2	ZERO-BASE BUDGET REQUEST		DIRECTORATE DDA COMPONENT Personnel
	DECISION PACKAGE Enhanced 1	LEVEL	
	Package 7 of 8		

## STRUCTURAL CATEGORY

## DECISION UNIT

General Support

Personnel - [REDACTED]

25X9

ACTIVITY DESCRIPTION: (Describe the activities that will be performed with the resources requested in this decision package. Describe the primary substantive targets and highlight new areas of endeavor. Where possible, provide funds and positions associated with clearly identifiable projects or activities at the austere levels and above. To the extent possible, indicate the relationship of what will be performed to the present level of effort.)

This decision package provides additional staffing and associated funds to augment the present level of effort devoted to survey and position management activities, to handle increased workload in the personnel planning and internal management areas, and to support the increasing CIARDS population. In addition, it provides two positions for Benefits and Services Division to allow us current level of operation of the employee recreational activity.

## TARGETS: (See Program Call for Geo-topic Entries.)

Not applicable

BENEFITS/PAYOFF: (Describe what the results of funding this decision package will be in terms of specific requirements being satisfied or functions being performed. Explain why the resources in this decision package should be approved and emphasize the advantages of carrying out the activities involved. Discuss briefly the implications of not approving the resources requested, including the impact on other organizations.)

At this level PMCD will be able to provide adequate position classification and position management services to maintain a valid Agency position structure and to meet statutory requirements levied on Agency management. Approximately one third of all Agency components will be reviewed each year (both organizational structure and positions). Work will be greatly enhanced on the development of Agency position standards under the Factor Evaluation System. The payoff from increasing the positions in the offices of the DD/Pers/P&C, Review Staff, and Plans Staff will be in more timely and thorough responses to the Director of Personnel and to Agency management on various projects, policies, and procedures. The Retirement position will ensure continuation of the existing level of service and support to the increasing CIARDS population. Benefits currently being derived from the employee recreational activity will be sustained.

REF ID: A6572  
SECRET

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DECISION PACKAGE Enhanced 1 (Continued)

ADVERSE IMPACT ON DECISION UNIT OBJECTIVES: (Explain what program requirements are not covered at this level of funding, with emphasis on shortfalls in accomplishing one or more of the decision unit objectives.)

At this level, all objectives are met satisfactorily. However, resources for further improving performance and responsiveness to all requirements for service and support in the areas of employee benefits and services, and internal personnel management are not yet at optimum levels.

AGENCY AND COMMUNITY IMPLICATIONS: (Describe how the activities in this package relate to specific program plans of other elements of CIA or the Intelligence Community. Indicate efforts made to coordinate within CIA and the Community.)

These resources will provide more responsive personnel support particularly in the position management area consistent with the needs of Agency management.

OUT-YEAR IMPLICATIONS: (Describe how expenditure of resources in this decision package will affect resource requirements in succeeding years, particularly FY 1981.)

This level can be sustained through the outyears with only nominal increases for normal cost growth.

REF ID: A6525

ZBB-2		ZERO-BASE BUDGET REQUEST		DIRECTORATE DDA
DECISION PACKAGE Enhanced 2 LEVEL		Package 8 of 8		COMPONENT Personnel
STRUCTURAL CATEGORY General Support		DECISION UNIT Personnel - [REDACTED]		
ACTIVITY DESCRIPTION: (Describe the activities that will be performed with the resources requested in this decision package. Describe the primary substantive targets and highlight new areas of endeavor. Where possible, provide funds and positions associated with clearly identifiable projects or activities at the outset levels and above. To the extent possible, indicate the relationship of what will be performed to the present level of effort.)				
<p>This decision package adds 2 positions to the Staff Personnel Division (SPD) to allow new approaches to be undertaken regarding personnel requirements and applicant selection; an additional clerical position for the immediate Office of the Director of Personnel to help relieve an increased workload that requires sophisticated secretarial support; 1 position to the Incentive Awards Branch (IAB) for the increased workload resulting from changing requirements and added emphasis in the employee suggestions and superior achievements field; 2 positions to cope with the mounting workload and the increasing expectation for fast action in retirement cases; and 1 position to respond to increasing demands for support in the external employment assistance activity.</p>				
TARGETS: (See Program Call for Geo-topic Entries.) Not applicable				
BENEFITS/PAYOFF: (Describe what the results of funding this decision package will be in terms of specific requirements being satisfied or functions being performed. Explain why the resources in this decision package should be approved and emphasize the advantages of carrying out the activities involved. Discuss briefly the implications of not approving the resources requested, including the impact on other organizations.)				
<p>The additional staff provided in this decision package will serve to strengthen the Agency's centralized personnel operations. More specifically, the expanded staff will provide increased ability to update and refine recruitment requirements and to better assess applicant qualifications; will permit much needed attention to planning activities; will improve performance in contacts outside the Agency requisite to the external employment assistance program--an area of particular importance to the Director; and will enable the Office of Personnel to maintain the existing high standards of service and support to Agency employees in planning for their retirement.</p>				

REF ID: A6525

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DECISION PACKAGE Enhanced 2 (Continued)

ADVERSE IMPACT ON DECISION UNIT OBJECTIVES: (Explain what program requirements are not covered at this level of funding, with emphasis on shortfalls in accomplishing one or more of the decision unit objectives.)

Not applicable.

AGENCY AND COMMUNITY IMPLICATIONS: (Describe how the activities in this package relate to specific program plans of other elements of CIA or the Intelligence Community. Indicate efforts made to coordinate within CIA and the Community.)

This decision package has no direct Community implications. It will contribute to improving the personnel support provided to all Agency components and personnel.

OUT-YEAR IMPLICATIONS: (Describe how expenditure of resources in this decision package will affect resource requirements in succeeding years, particularly FY 1981.)  
No implications beyond the nominal increase required for normal cost growth.